



## View Security Reports: Users by Access Groups (FPA)

To view users by access groups (FPA) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **Users by Access Group (FPA)**. The *Users by Access Group (FPA)* page appears.
4. Select **Yes** or **No** for a Report with Children.



### Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

5. Select a **Report Format**.





### Application Tip

You can view reports in HTML, PDF, Excel or PowerPoint format.



### Application Tip

**TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock  denotes access permission; and a closed lock  denotes no access permission.

6. Select the **OTC Endpoint** to initiate the report. The report appears in a new window.



### Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.